

EPA

United States
Environmental Protection Agency
Washington, DC 20460

EPA Region 5 Records Ctr.



273973

**NOMINATION AND APPOINTMENT OF THE CONTRACTING OFFICER'S
REPRESENTATIVE (COR)**

1.a. Name of Nominee: Heather Nelson

b. Title, Series, and Grade: Remedial Project Manager 1301-09

c. Mailing Address (include mail code):

Mail Code:
SR-6J
77 West Jackson Blvd
Chicago, IL 60604

d. Telephone:

(312) 353-0685

2. The nomination is for:

- ☐ Project Officer
☐ Deputy Project Officer
☐ Regional Project Officer
☐ Zone Project Officer
☐ Delivery Order Project Officer
☒ Work Assignment Manager
☐ Alternate
☐ Other

3. Training completed:

- a. Acquisition Training for Project Officers
(Formerly The Basic Project Officer Course)
(All Project Officers must complete.)

b. Contract Administration Course
(All CORs must complete.)

c. Recertification Course
(All CORs must complete every three years.)

Date Completed

7/31/97

4. Briefly describe the nominee's contract management experience and nominee's technical expertise in the subject matter of the contract:
I have a bachelor's degree in Environmental Sciences from Northwestern University. I have performed the duties of a WAM for several sites including Lammers Barrel, Motor Wheel, H. Brown Co., Liquid Dynamics, Estech General Chemicals, and Cannelton.

5. The nomination is for contract number 68-W7-0026; WA# 031-ROBE-051C

6. I understand that COR duties are not redelegable. In the event that I am unable to continue performing my COR duties, I will contact the Contracting Officer immediately.

Signature of Nominee

1/3/00

Date

7. I certify that:

- a. The nominee's contract management duties will be incorporated in his/her position description and performance standard.
b. The nominee's Standard Form 450, Confidential Financial Disclosure Report, will be filed with the cognizant Deputy Ethics Official.
c. The nominee's contract management workload will stay within his/her ability to perform satisfactorily.
d. If the nominee performs his/her contract management functions unsatisfactorily, I will notify the Contracting Officer immediately.

Signature of the Nominating Official

1/3/00
Date

Name/Title (Print or type)

3-1264
Telephone

Signature of the Appointing Official

(Contracting Officer)1/7/00
Date